

Training Standard Operating Procedure (TSOP-1) Defense Acquisition University Contracting Courses

Version 1.0

1. **PURPOSE.** The purpose of this SOP is to provide planning guidance to initiate and execute contracting training through the Defense Acquisition University (DAU), Port Hueneme, CA. This SOP also provides the registration procedure for DAU courses.
2. **SITUATION.** Contracting training is a requirement for those EFALANT personnel identified on the Individual Training Plan (ITP). DAU provides training to Department of Defense personnel involved in the acquisition of products and services for the U.S. Government. In addition to providing courses mandated by the Defense Acquisition Workforce Improvement Act (DAWIA), DAU also provides specialty courses that increase the skill level of acquisition personnel in specific areas. To meet the EFALANT mission, personnel may be assigned to complete DAU courses through either resident or internet-correspondence courses.
3. **MISSION.** Initiate and execute training as per the below procedures.
4. **EXECUTION.**
 - a. Requirements for completing DAU courses will be identified in the Individual Training Plan (ITP). EFALANT personnel requiring these courses will be given priority for attendance over other EFALANT personnel. The AT Training Plan will list those personnel who will attend DAU training on AT during the upcoming FY.
 - b. All EFALANT personnel will register for DAU courses through the Navy “Register-Now” website. The website address is www.register-now.cms.navy.mil. The following describes the steps necessary to register for DAU courses.
 - c. Once the main page is accessed, right-click on the page or use the system browser pull-down menus to add the page to the computer’s “Favorite’s List.”
 - d. Click on the selector button for registering for courses in the current or upcoming FY, as applicable.
 - e. As the registrant accesses the following screens, carefully read and follow all on-screen instructions. Updates to the website may occur without notice and may differ from these instructions.
 - f. The next page provides a menu of choices. If the registrant is new to the website, click on “Student – Update Student Profile.” If the registrant has already placed a student profile with DAU, make another selection, as applicable.
 - g. Provide the following sign-in information, then click “Log On:”
Category – Naval Reservist
Social Security Number
Date of Birth – Month/Day/Year

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- h. If the next screen identifies a registrant as not occupying a designated Acquisition Workforce position, the registrant may continue to register but their priority for training will be reduced. Click on the “Register-Now” selector button to continue.
- i. The next screen is used for entering/verifying student information. All information should be entered or the registrant’s ability to access future screens may be limited. The following information should already be filled in:
 - Social Security Number
 - Date of Birth
- j. The following information is required for registration (information shown after the category must be entered as shown):
 - Last Name/First Name/Middle Initial
 - Sex
 - Home Address or Mailing Address/City/State/Zip Code
 - Security Clearance
 - Disabilities and Special Requirements, if any
 - Pay Plan/Pay Grade
 - Civilian Job Series or Military Rank
 - Organization – Reserves
 - Unit Identification Code: OICC – 85533
 EEU – 85503
 CEU – 88807
 - SubUIC – 00
 - Duty Address – 1510 Gilbert St.
 - City – Norfolk
 - State – VA
 - Zip Code – 23511-2699
 - Unit Country – USA
 - Home or Work Phone, plus extension
 - Fax Number
 - E-mail Address
 - Supervisor’s Name – For internet courses, enter name of CO/XO/Dept. Head. For AT/ADT resident courses, enter the name of the EFALANT Training Officer.
 - Supervisor’s Phone
 - Supervisor’s E-mail Address
- k. Click on the “Update Profile” selector button.
- l. After the profile is submitted, the registrant will be either brought to the course registration page or it can be accessed from the main menu by clicking on “Prepare Application.”
- m. Select the fiscal year in which the course will be given, then select the course name. Click on the “Search” selector button.

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- n. The program will then provide a selection of courses organized by location. Clicking on the “CC” selector button to review the DAU Course Catalog for the course description and prerequisites. Locations displayed in red indicate classes with no open quotas.
- o. The program will then provide a selection of class numbers showing start date, end date, quotas available and size of wait list. Click on the desired class. Only one class per course may be selected. Class numbers displayed in red indicate classes with no open quotas.
- p. The program will then return the registrant to the Student Profile screen. Review the course information for accuracy. In the Application Information section, provide alternate dates for training plus dates in which training is to be avoided. School enrollment may be provided on dates other than what the registrant selected. Review the student profile for accuracy.
- q. If the course is in fulfillment of ITP or warranting requirements, place the following in the comments section:

Course #[ABC123] is an ITP/Warranting (select one) requirement for the billet.

- r. Once the information is reviewed and correct, click on the “Submit Application” selector button.
- s. After the application has been submitted, the applicant will receive an e-mail confirming the application. If no confirmation is received after approximately three working days, check the student profile for the correct e-mail address.
- t. The application will be forwarded via e-mail to the applicant’s supervisor for approval. The supervisor must approve or disapprove the application and return it via e-mail.
- u. Once approved, the applicant will receive an e-mail confirming the approval. Again, if approval is not received after a few days, contact the supervisor, via best means possible, to verify that the request for approval was received.
- v. The application will then go to CNRF N7 for review, endorsement and forwarding to the Navy Registrar. No confirmation notice is provided regarding this endorsement.
- w. The Navy Registrar then coordinates quota assignments for Navy personnel registering with DAU. Reservists generally have a lower priority for assignment than active duty or civil service personnel. If the class the applicant selected is not available, an alternate class may be provided.
- x. When a class is assigned, an enrollment notice will be sent, via e-mail, to the applicant. This notice must be read carefully as an alternate location and/or date may have been assigned.

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- y. For resident courses, prepare an orders application, noting the course number and, if provided, quota assignment on the application. Have the student's supervisor approve the application either electronically or with original signature and submit it for processing via the appropriate order writing authority. Do not prepare an orders application without a confirmed enrollment notice.
- z. For internet courses, DAU will provide a course user-name and password for use in the course. The user-name and password will be provided in separate e-mails. The student may then begin the course by accessing the website identified in the enrollment notice.

5. ADMINISTRATION AND LOGISTICS.

- a. The EFALANT Training Officer will program Training ATs by either assigning candidates to a single two-week (nominal 12-day AT) class or two one-week classes if the classes are located at the same site and immediately follow on another. Split ATs involving training will be avoided.
- b. Training ATs that are longer than two weeks (nominal 12 day AT) may be assigned only if sufficient ADT or IDTT funds are available.
- c. The DCOS for Administration and Manpower will control funding of travel orders utilizing EFALANT-budgeted IDTT funds or ADT man-days.
- d. Other funding sources for training will be coordinated with the DCOS for Administration and Manpower and the DCOS for Readiness and Training or the EFALANT Training Officer, unless otherwise directed.
- e. Individual personnel are responsible to ensure their orders applications are properly prepared and submitted. Individual personnel must also follow-up on their orders processing to allow for proper planning, or reactive corrections, prior to the deployment date.
- f. Berthing/messing for resident courses may be available at the training site. This will be identified in the member's orders.
- g. If EFALANT personnel attend as a group, the senior member will assume the duties as OIC. The OIC will be responsible for the routine leadership of the group, assuring personnel attendance, discipline and course completion. The OIC will maintain contact information for each member in the class.
- h. Upon completion of training, the student (or in the case of a training group, the OIC) will report to the EFALANT Training Officer, copy to the EFALANT Readiness Officer, on the completion of the class and any failures for completion. This report must be made within 15 days of the end of the training.

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- i. Copies of completion certificates should be provided to their respective Reserve Center. Proof of completion, for internet and correspondence courses, will be needed in order to qualify for retirement points.

6. COMMUNICATIONS AND CONTROL.

- a. Use of a computer system for DAU registration is mandatory. All EFFALANT applicants must use the Navy “Register-Now” website to select and apply for DAU courses. Failure to use the Navy “Register-Now” website will result in applications being denied.
- b. Communications regarding DAU course registration are best handled via e-mail. The “Register-Now” website main menu has a selector button for contacting DAU with questions regarding courses and registration.
- c. Control of approvals is through the Navy Registrar. Endorsements from the applicant’s supervisor and CNRF N7 are required before the Registrar will act on the application.
- d. Since Reservists generally have a lower priority for DAU courses, DAU may allow some over-fill seat in their classes for Reservist attendance. Coordination for any of these seats must occur through the EFALANT Training Officer. The applicant must, however, still apply for the class through the “Register-Now” website. Note that there is no guarantee that any class will have over-fill seats.
- e. Any conflicts or difficulties with enrolling or attending DAU courses must be brought to the attention of the student’s chain-of-command and the EFALANT Training Officer. The enrollment notice will also have instructions for contacting DAU instructors with questions or concerns.
- f. Upon reporting to a DAU course, students will be subject to the rules, regulations and procedures of the DAU. ADCON will remain with EFALANT.